



# Housing Authority of the City of Alameda

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## MINUTES

### REGULAR MEETING OF THE HOUSING COMMISSION OF THE CITY OF ALAMEDA HELD WEDNESDAY, AUGUST 15, 2007

The Commission meeting was called to order at 7:00 p.m. with Chair Gormley presiding.

#### PLEDGE OF ALLEGIANCE

#### 1. ROLL CALL

Present: Commissioner Kurrasch, Pratt, Schlueter, and Chair Gormley.

Absent: Commissioner Balde and Commissioner Trujillo.

#### 2. CONSENT CALENDAR

Chair Gormley asked to pull item #2-C. Commissioner Kurrasch moved to adopt the Consent Calendar with the exception of #2-C. Commissioner Schlueter seconded. Motion carried unanimously. All items accepted or adopted are indicated with an asterisk.

\*2-A. Minutes of the Housing Commission Regular Meeting held July 18, 2007. Minutes were accepted.

\*2-B. Minutes of the Housing Commission Special Meeting held July 18, 2007. Minutes were accepted.

2-C. Quarterly Investment Report. Executive Director Michael Pucci explained that all public entities are required to give their respective Boards or elected officials quarterly investment report and an annual investment report. The Housing Authority invests very conservatively and most funds are in the California Agency Investment Fund (LAIF), which is a state investment pool. It is a very flexible fund with a high rate of return.

Commissioner Schlueter asked what they invest in. Mr. Pucci said he would investigate and let him know.

Currently there is a large surplus from HUD, from the past three to four years, of which HUD may want back. In the future HUD will allow one month Section 8 subsidy in reserve.

Restricted Cash is held by the trustee, US Bank. Funds were borrowed and used to rehab Parrot Village and Eagle Village with \$655K left. The remaining funds are available until May 2008 to spend. If not spent it is recaptured and reduces the principle.

The Certificate of Deposit was acquired in April 2005 when 3.39% was a good rate, better than LAIF. Commissioner Kurrasch moved acceptance of the report on the Housing Authority's investment portfolio as of June 30, 2007. Commissioner Schlueter seconded. Motion carried unanimously.

\*2-D. Recommend Extending Contract for Tree Maintenance. The Housing Commission recommended the Board of Commissioners:

1. Extend the existing contract with Tree Sculpture Group, Inc. for tree maintenance for two additional years, with the final year contingent upon adoption of a Housing Authority budget with adequate funding for this work, for an amount not to exceed \$37,220 for the second contract year and \$34,206 for the third contract year: and

2. Authorize the Executive Director to execute the amendment to the agreement.

3. AGENDA

- 3-A. Recommend Award of Flooring Contract. Mr. Pucci explained that annually the Housing Authority budgets for replacement of floor coverings at all complexes. Most is spent when turning over vacant units, the remainder is used in cycle replacement. Bay Area Contract Carpets bid substantially less, they are Oakland based, they have done good work based on their references. Mr. Pucci reviewed the charges based on unit size and type of flooring.

Commissioner Pratt asked if the contract was good for one year after signed. Mr. Pucci said affirmative. Commissioner Pratt commented on the high bid by Design Flooring.

Commissioner Schlueter asked about the federal debarment list. Mr. Pucci explained if a contractor has not complied with all of the federal regulations, committed fraud, or did something else wrong; they are debarred from receiving any federal contracts. Mr. Pucci said this information is available on a web site.

Commissioner Kurrasch moved the Housing Commission recommended the Board of Commissioners:

1. Approve awarding a contract to Bay Area Contract Carpets for an amount not to exceed \$154,000; and to
2. Authorize the Executive Director to execute the contract.

Commissioner Pratt seconded. Motion carried unanimously.

- 3-B. Certification of Performance for Public Housing Assessment System (PHAS) for 2006-2007 FY (Esperanza Only). Mr. Pucci said this is done every other year for Esperanza, which is the only public housing. HUD inspected Esperanza in 2006 and was given 24 out of 30 points, or 80%. HUD is scheduled to inspect in December 2007. Financial statements are assessed for which HUD can deduct points. He continued to explain the other indicators and points.

Commissioner Pratt asked about emergency work orders and if the budget includes budgeted over-time for them. Mr. Pucci replied affirmative, maintenance workers are on-call.

Commissioner Schlueter asked how an emergency is determined. Mr. Pucci stated a one bedroom apartment with a toilet overflowing is an emergency. A three bedroom apartment with two bathrooms would be told to shut off the water to the toilet and service would be done the next day since they have a working bathroom.

Commissioner Pratt asked if it is primarily plumbing problems. Mr. Pucci said yes, but there are all types of problems.

Commissioner Schlueter asked if there have been fires. Michael Torrey said yes, someone was on vacation and left something on the stove. Mr. Pucci said that would be an emergency. At Independence Plaza it could be elevator problems. It could also be lock-outs.

Mr. Pucci clarified that the indicator on HUD Resident Services and Satisfaction is based on responses from Esperanza residents only.

Commissioner Kurrasch moved the Housing Commission approve the certification by adopting the resolution authorizing the Chair to sign the certification and authorizing the Executive Director to submit the certification, resolution and supporting documents. Commissioner Pratt seconded. Motion carried unanimously.

- 3-C. Resolution to Approve the Section 8 Management Assessment Program (SEMAP) Certification for FY2006-2007. Mr. Pucci stated this item is similar to item 3-B, except it is for the Section 8 program with ratings in different categories. Files are pulled and reviewed for accuracy. Mr. Pucci went on to discuss examples and explained details of the various indicators. He anticipates a rating of 115 out of 145 points, which is 80 or 85 percent, or in the high area of a Standard Performer. Most points lost are based on lease-up. 110 families were leased-up last year but 112 families were lost, as families leave as fast as they are leased-up. Some families go to Oakland, Alameda County, or other parts of the country, and are absorbed into the other housing authority. The voucher comes back to the Housing Authority and is not counted as a lease-up. Others voucher holders pass away, relinquish their voucher, or are terminated and as a result we are treading water. More resources are going into leasing up families. Meetings will be held with large property managers to discuss getting more landlords interested in the program.

Commissioner Schlueter moved that the Housing Commission approve the certification requiring the Chair's signature, by adopting the attached resolution authorizing the Executive Director to submit the Certification, Resolution and supporting documentation to HUD. Commissioner Pratt seconded. Motion carried unanimously.

Commissioner Schlueter asked how audits work. Mr. Pucci explained two supervisors look at files and do an audit. In addition the Housing Authority auditor reviews files. HUD did a comprehensive review last year which they do every five years. There are several levels of auditing all at the same time. Other reports are submitted electronically to HUD and graded by them.

- 3-D. Authorizing the Chair to Appoint a Committee to Prioritize Development Projects. Mr. Pucci explained that over the years' development and acquisition has been done. Currently, more developers want to do projects in the City. Developers are required to make 15 – 25 percent of their units affordable. Of the 15 – 25 percent, 15 percent need to be for available for low and very-low income tenants. The developers come to the Housing Authority because we are the only entity in Alameda that can be exempt from Measure A. As a result, developers want to partner with the Housing Authority to do multi-family projects. The Housing Authority would also like to do some tax-credit projects or acquisitions that can be done without a partnership, such as existing apartment buildings which are already exempt from Measure A. Mr. Pucci is currently looking at projects and needs to decide which projects to pursue. The projects need to be prioritized, and the Housing Authority would be working with the City and Development Services. He asked for direction from the Commission on how to prioritize. He discussed past practices, acquisitions and developments. He asked the Chair to appoint up to three Housing Commission members to work with staff on updating and amending the Guidelines and Process for Acquisition of Existing Properties to include new development projects. Commissioners Kurrasch, Pratt and Schlueter volunteered to be on the Development Committee.

Commissioner Pratt asked if the City or developers have given any feedback on these projects. Mr. Pucci said yes and explained some of the feedback on projects. He said there are many opportunities.

Commissioner Schlueter asked if Coast Guard Housing is available. Mr. Pucci said it could be available to the Housing Authority. The City will be the caretaker until there is a transfer process, which could take three years. It's first made available to groups that provide housing to the homeless. The Housing Authority could take the properties over and work with the Alameda Point Collaborative to run homeless projects. Most of the units are large and were rehabbed about five years ago.

Chair Gormley expressed her interest in being involved in the committee.

#### 4. ORAL COMMUNICATIONS

Speaker Bill Smith discussed Coast Guard housing and other topics.

Speaker Michael Torrey asked, regarding item #3A, when the flooring project will begin. Mr. Pucci said in February the cycle would begin with the vacant units first.

5. COMMISSIONER COMMUNICATIONS

Chair Gormley discussed the NAHRO Chicago meeting. The Housing Authority received an award for The Breakers at Bayport which she accepted on behalf of the Housing Authority. The award was for the innovative way of producing housing; the partnership with the Housing Authority, Resources for Community Development, Development Services, Catellus, and Warmington Homes. This was a National Merit Award.

6. ADJOURNMENT

There being no further discussion, Chair Gormley adjourned the meeting at 7:52 p.m.

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Nancy W. Gormley, Chair

Attest:

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Michael T. Pucci  
Executive Director / Secretary